



IT-Dev Time Tracker User Guide

Prerequisites

- The user has the Limitless Digital Workplace for Professional Services license – steps listed in *Purchase Limitless Digital Workplace for Professional Services license*.
- The user is a Global Administrator.

Get Familiar with the Solution

The IT-Dev Time Tracker app is a powerful tool designed to help users efficiently track and manage their time on various tasks within Microsoft Teams. The app enables users to start, pause, and stop timers for their tasks, ensuring accurate time management and reporting. It also offers features to browse, filter, edit, and delete tasks, making it an essential tool for productivity and time tracking.

Demo the Solution

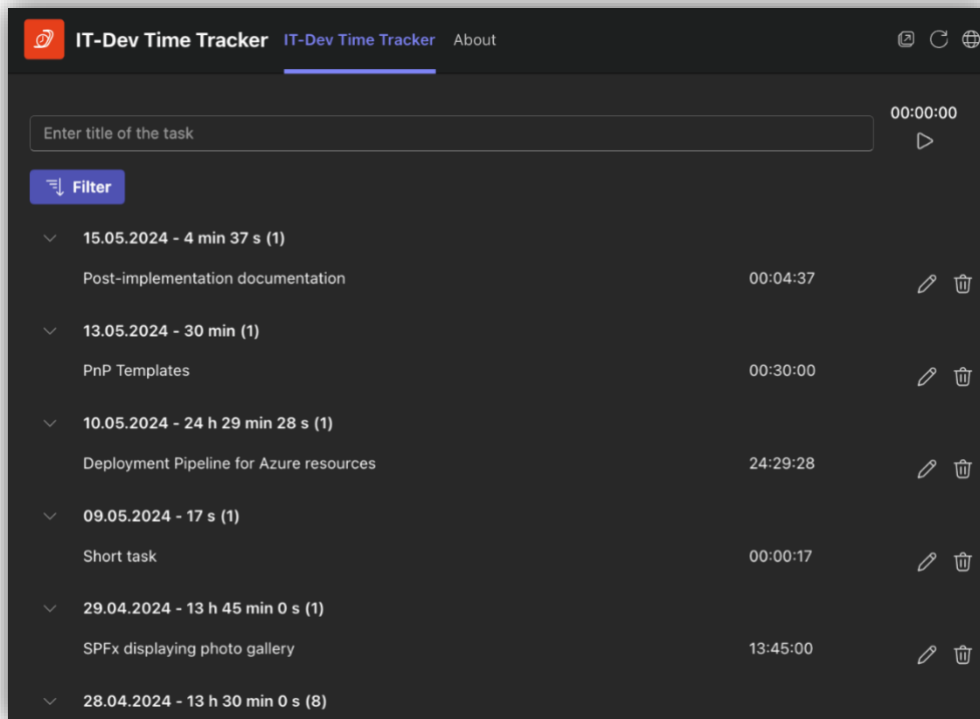


Figure 1. Main view of the app - List of tasks grouped by start date

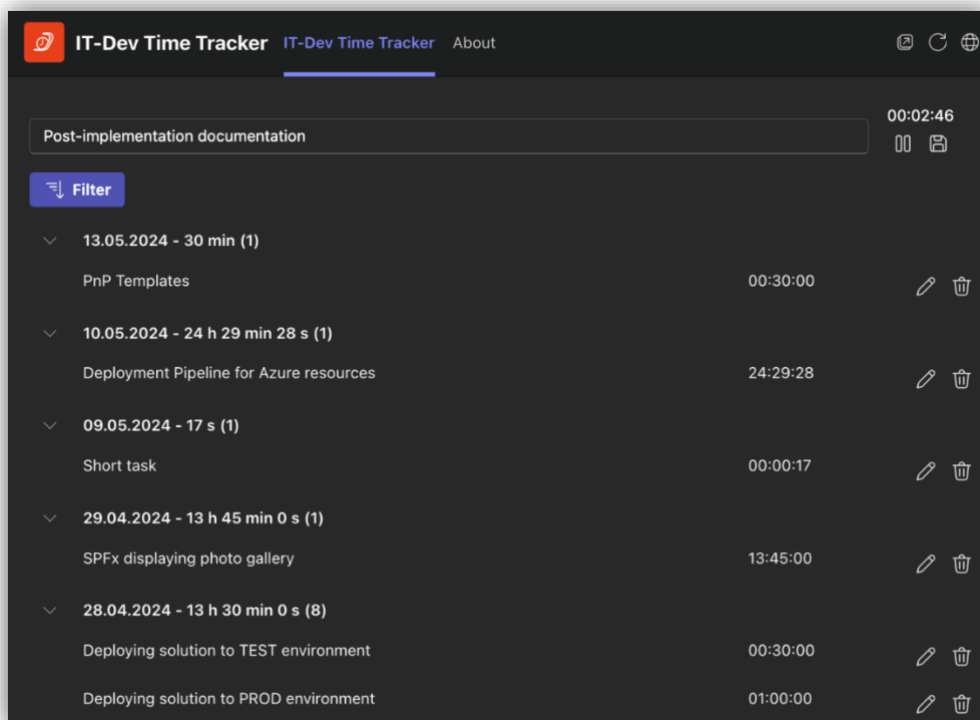
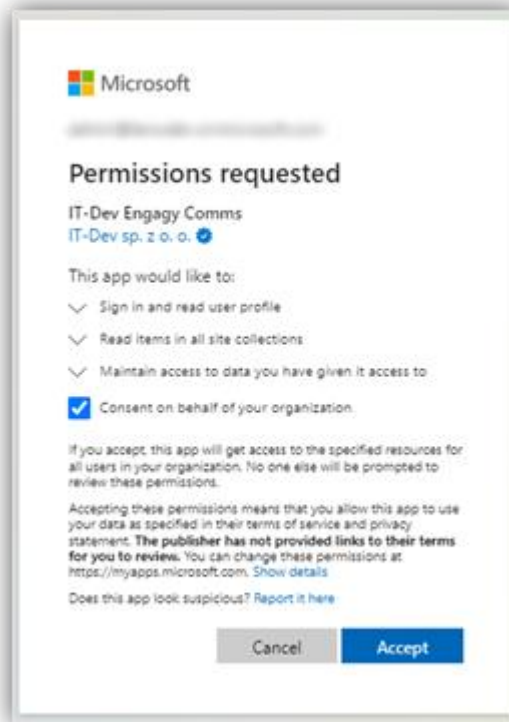


Figure 2. Time measure of the task

Deploy & Adopt for IT Admins

1. Guidance for Configuration Steps:

- Purchase Limitless Digital Workplace for Professional Services license
 - Go to Azure Marketplace or AppSource portal and buy Limitless Digital Workplace for Professional Services.
 - Configure your subscription.
 - Accept required permissions by pressing *Accept* button.



- Activate your subscription by pressing *Activate* button.

Subscription

Customer details

Name	Service Group
Email	admin@servicegroup.com
Azure Tenant ID	2c765747-43b1-481b-a2d0-63c000000000

Subscription details

SaaS resource name	Service Group Resource Name: Bronze
ID	2c765747-43b1-481b-a2d0-63c000000000
Plan	Bronze
Status	Pending

[Activate](#)

Activation ✕

Click here to activate subscription.

- o Press [Go to service](#) button.

Subscription

Customer details

Name	Service Group
Email	admin@servicegroup.com
Azure Tenant ID	2c765747-43b1-481b-a2d0-63c000000000

Subscription details

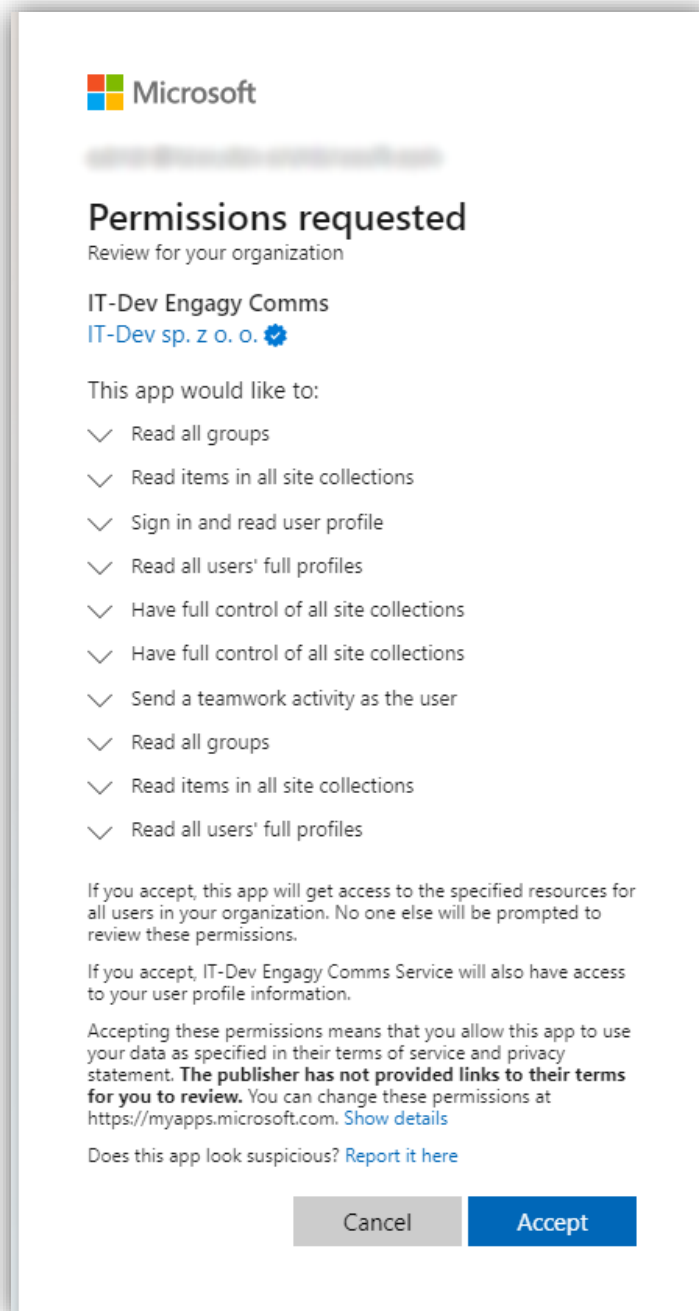
SaaS resource name	Service Group Resource Name: Bronze
ID	2c765747-43b1-481b-a2d0-63c000000000
Plan	Bronze
Status	Active

[Go to service](#)

Subscription activated! ✕

Click here to start using

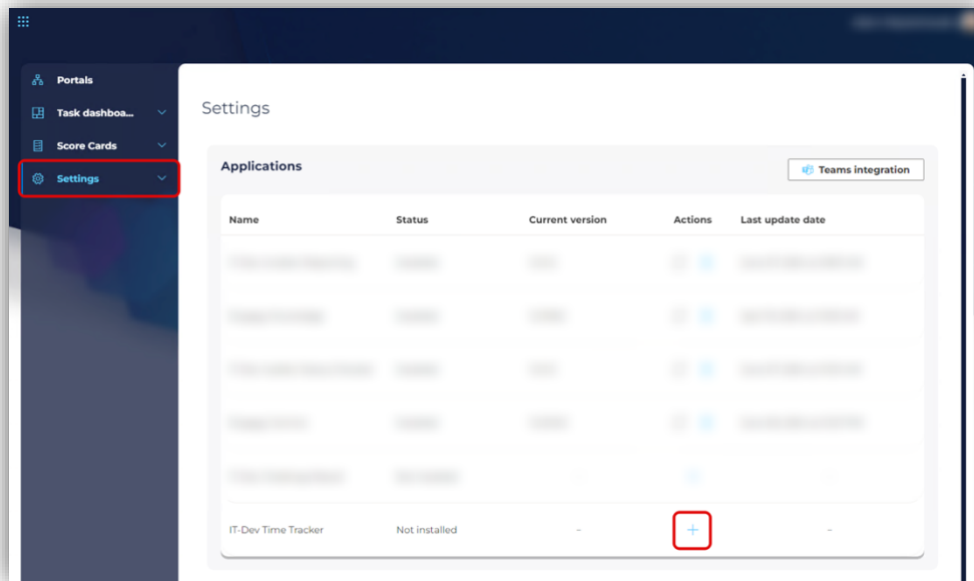
- Accept required permissions by pressing *Accept* button.



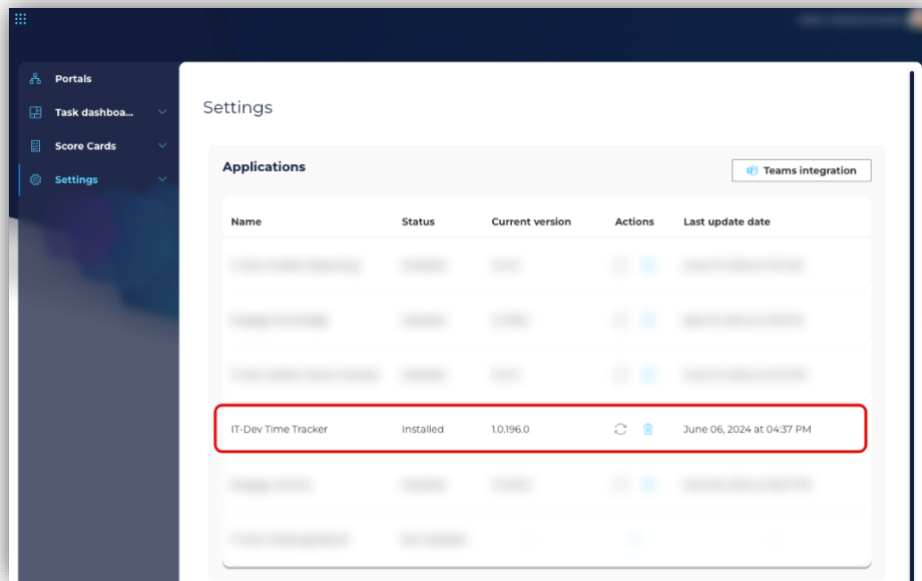
Important: After accepting the required permissions, go to Microsoft Teams admin center and distribute the app to the users.

2. Install prerequisite SPFx application

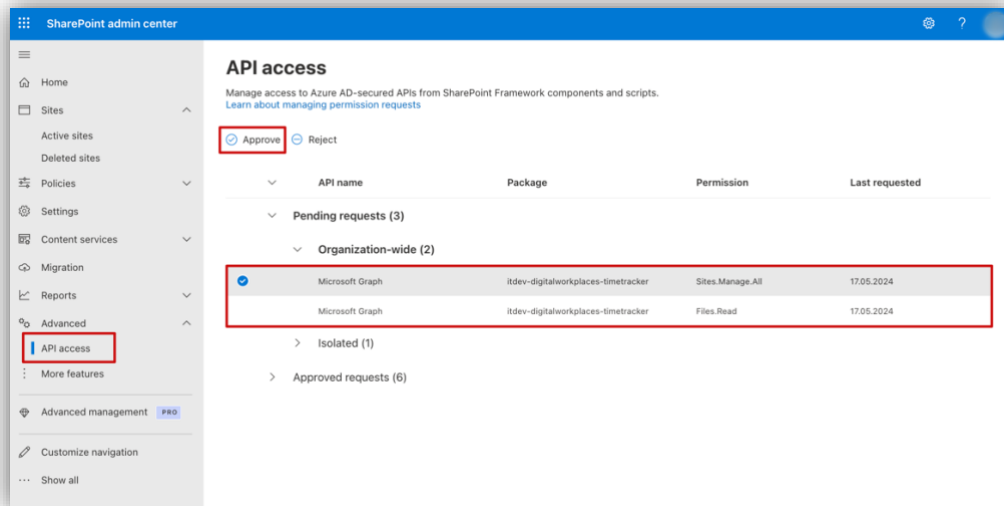
- Go to [Engagy Comms website](#)
- Find IT-Dev Time Tracker app and click "+" button



- Mechanism will automatically add selected app to your tenant app catalog and accept all necessary API Access permissions. It takes approximately 5 minutes to complete the operation.
- After successfully adding app, you will see your app with status: **Installed** with info about currently installed version and last update date:

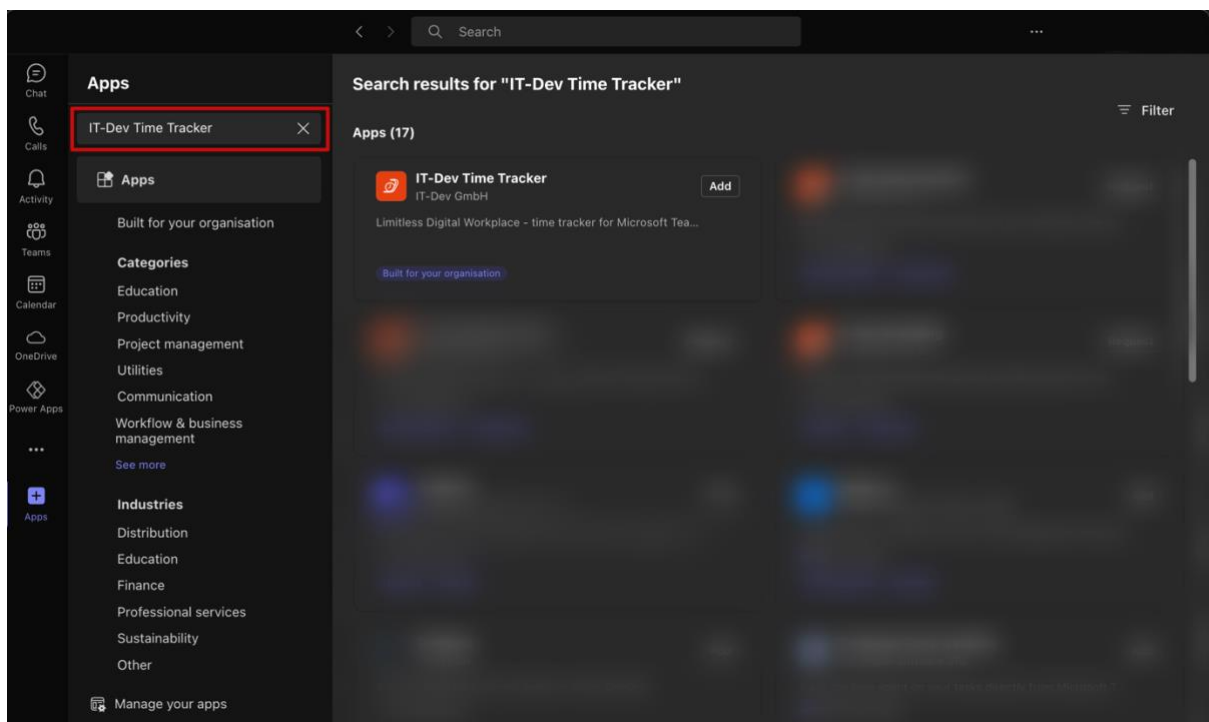


- Go to API access page in SharePoint Administration Center. Check if there are any pending requests for IT-Dev Time Tracker app. If there are, then select them and click **Approve**.

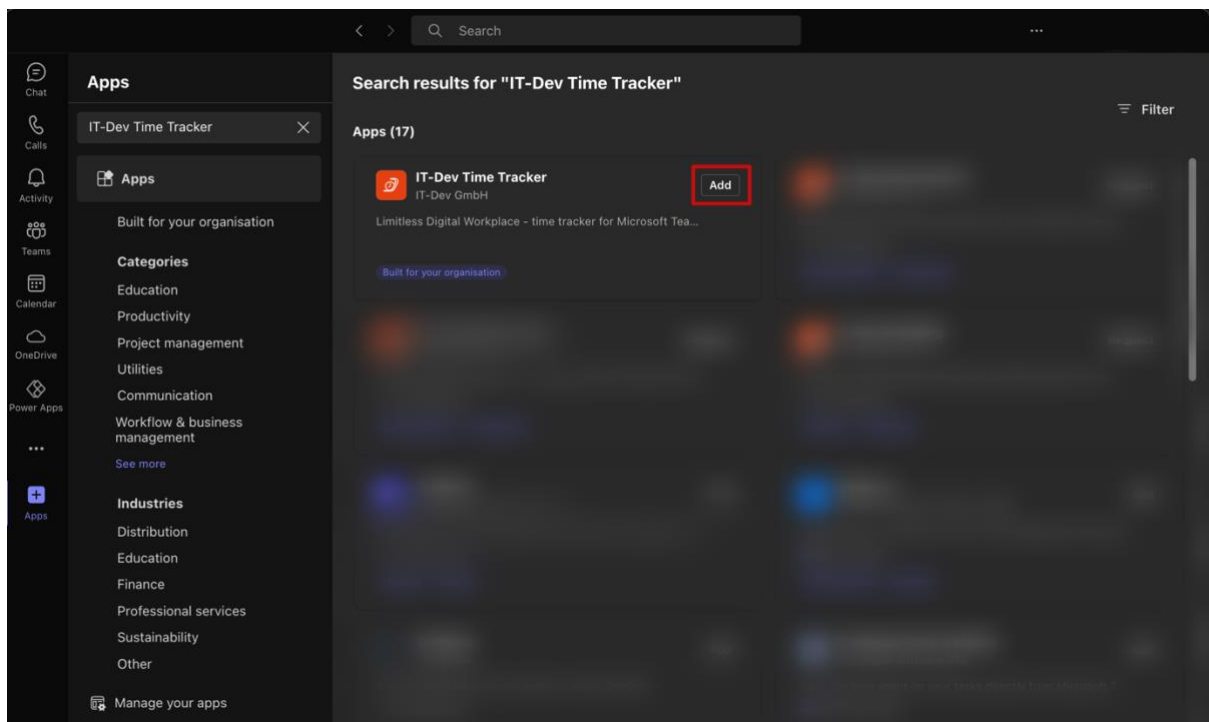


3. How to add the Application to Teams

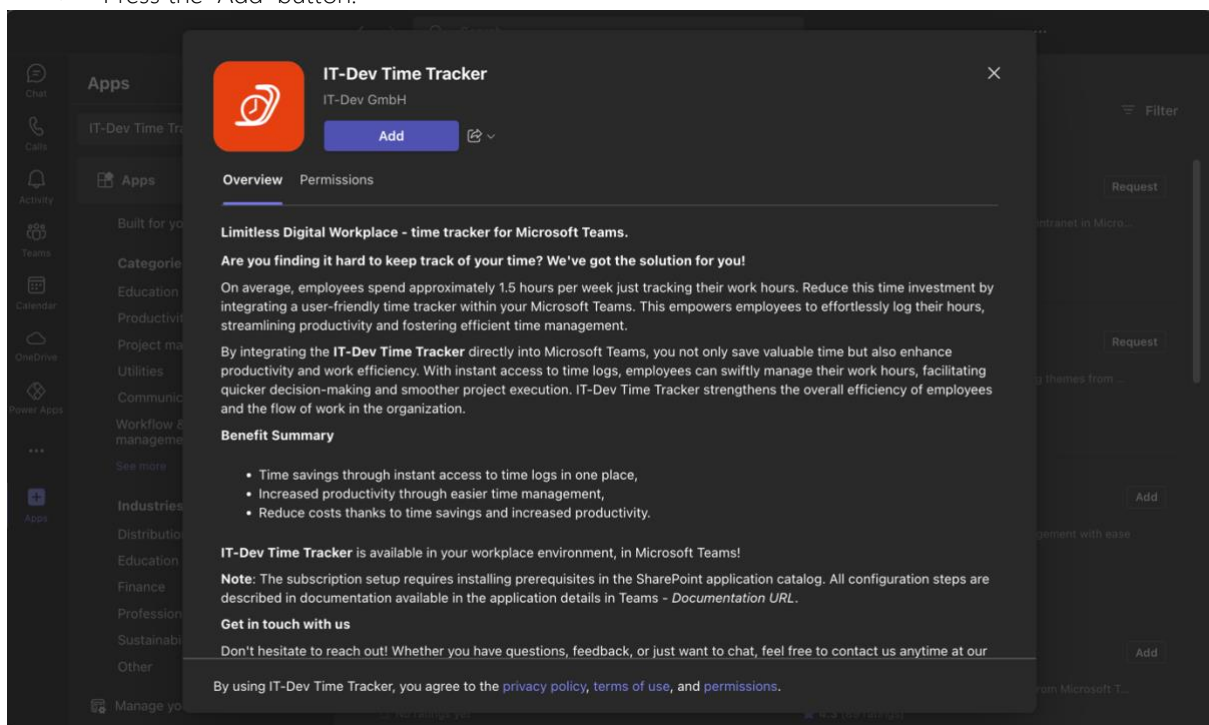
- Go to you MS Teams app.
- Press the `Apps` button.
- In the app search bar write `IT-Dev Time Tracker`.



- Press the `Add` button in the IT-Dev Time Tracker app tile.



- Press the 'Add' button.



4. How to Pre-Pin the App in Teams

To automatically deploy and create easy availability of the app for all users:

- Go to the Teams admin center.
- Navigate to "Teams apps" > "Setup policies".
- Click on "Add" to create a new policy or edit an existing one.
- Under "Pinned apps", click on "Add apps".
- Search for "IT-Dev Time Tracker" and add it.

- Save the policy and assign it to the relevant users.

How to Use Guide for End Users

1. **Access Microsoft Teams:** Open the Microsoft Teams App on your device
2. **Search for the app:**
 - On the desktop or browser version, click the "..." (More apps) button below the message box
 - On the mobile version, tap the "+" button on the left side of the message box.
3. Choose **Time Tracker** app from the list of available apps
4. **Measure Time:**
 - Enter the task name you will work on (it is not mandatory; you can update task title later),
 - To start measure, click on "Play" button,
 - Above the button will see timer displaying current measure,
 - Two buttons will appear:
 1. Pause – stops time counting, you can resume it at any time,
 2. Stop – stops time counting, and saves task with counted time
5. **Browse and Filter Tasks:**
 - View the list of saved tasks of main list.
 - Use the available filters to view tasks from any time range.
 - By default, tasks are grouped by start date of the tasks.
6. **Edit and Delete Tasks:**
 - Click or tap the "Edit" button on specific task in list to see Edit form,
 1. You can change title and description of the task,
 2. You can also change start and end date, but this change has an impact on duration of task (duration is automatically calculated between end and start date)
 - Click or tap the "Delete" button, you will see popup to confirm deletion of selected task.

How to Get Support?

For assistance with the IT-Dev Time Tracker app, use the following resources:

Email: biuro@it-dev.pl

Phone: +48717234904